



Data Admin Associate, HMMS Systems - 1 position	Posting #: 55224
HMMS Systems	Posting Date: July 03, 2025
Healthcare Materials Management - London, ON	Submission Deadline: July 09, 2025
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$31.74 - \$37.35 /hour

This temporary full-time position is expected to extend until October 9, 2026, and is subject the availability of work.

HMMS is a joint venture between St. Joseph's Health Care, London and London Health Sciences Centre, that has been operating since 1997 providing consolidated functions of Sourcing, Contract Management, Purchasing, Accounts Payable, Logistics, Supply Chain Systems and Inventory Management for the London Hospitals and numerous healthcare organizations throughout Southwestern Ontario.

As a full-service supply chain organization, HMMS interacts with thousands of suppliers to provide an item catalogue of over 90,000 active items; notably ~5,000 that are stocked in our warehouse. Learn more about HMMS through this short online video.

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Reporting to the Manager, HMMS Supply Chain Technology, this role plays an integral part in ensuring new/changes to data records in our core system applications (McKesson, Cerner, Oracle WCC) are accurate and comply with external/internal policies and procedures (MIS, BPS Directives, GS1 Canada).

This role is the gatekeeper to data integrity and is responsible for organizing and processing requests for core table adds/changes (i.e. Item, Vendor, E Requisition (Order) Approval Leader, Delivery Locations, electronic document management) to ensure accuracy and resolve inconsistencies before processing. The Data Administrator manages user functional rights and cost center security privileges for our HMMS Application Users.

Close attention to detail, initiative and critical thinking when faced with competing priorities and processing high volumes is required to be successful. The Data Administrator must have the ability to think broadly and consider impacts across systems and within the organization.

Essential Qualifications

- Post-Secondary Diploma required preferably in Business, Computer Science or Supply Chain Management
- 1-year previous experience with data management
- Advanced computer skills and familiarity with data structure, Word and Excel
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA
- Excellent organizational skills and attention to detail and timelines
- Excellent oral and written skills
- Familiarity with Database structure
- Ability to work independently and collaboratively
- Ability to work in a fast-paced environment
- Demonstrate superior customer service
- Demonstrate initiative.
- Flexibility required working in and supporting users in a constantly changing software environment
- Previous experience which involved superior customer service
- Travel within catchment area

Preferred Qualifications

- Proficiency in French would be an asset

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*